

Income and Expense Instructions

Fill out and return the completed form to the Assessor's Office

Filing Instructions: Connecticut General Statutes 12-63c requires all owners of rental real property to annually file this report. Anyone who fails to file this form or files an incomplete or false report with intent to defraud, shall be subject to a penalty equal to a **Ten Percent (10%)** of the assessed value of such property. Any information related to the actual rental and operating expenses shall not be a public record and is not subject to provisions of Section 1-210 (Freedom of Information) of the Connecticut General Statutes.

Who Should File: All individuals and businesses required to file this report should complete and return it to the Assessor's Office. All properties that are rented or leased, including commercial, retail, industrial, and residential properties, except "*such property used for residential purposes, containing not more than six dwelling units and in which the owner reside*" must complete this report. If a non-residential property is partially rented and partially owner occupied this report must be filed.

Owner Occupied Properties: If your property is 100% owner occupied, please report only the income or expense items associated with occupancy of the building and land. Income and expense relating to your business should not be reported. Please check "Owner Occupied" box on I & E report.

How to File: Each report should reflect information for a single property for the calendar year 2008. If you own more than one rental property, a separate report must be filed for each property in Westport. An income and expense report summary page and appropriate income schedule must be completed for each rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. A computer printout is acceptable for Schedule A and B, providing all the required information is provided.

Sign and date all forms. (It is advisable to keep a copy for your records.)

INSTRUCTIONS SUMMARY

- Item 1: Indicate primary use of property.
- Items 2-7: Enter building information: gross area, leaseable area, owner occupied area, total number of rental units, age of the building and date of any remodeling.

Income

- Items 8-15: Enter potential annual rents for all rental units as if 100% occupied and collected. Schedule A and/or Schedule B **must be attached.**
- Item 16: Enter additional income received from washer/dryer, vending machine or vending machine commissions, etc.
- Item 17: Enter sum of items 8 through 16.
- Item 18: Enter amount of income loss due to vacancy and uncollectible rents.
- Item 19: Subtract line 18 from line 17. Enter amount on line 19.
- Item 20: Enter additional income received from tenant reimbursement of expenses.
- Item 21: Enter sum of items 19 and 20.

Income and Expense Page Instructions

Expenses

List total amounts on line provided, excluding depreciation which is not a pertinent expense for the purpose of this report.

- Item 22: Enter cost of services of private, off-site management agency or management fees.
- Item 23: Enter fees of lawyer and/or accountant for services relating to property (not for business conducted in building).
- Item 24: Annual insurance premium for fire, liability, and extended coverage for the real property.
- Item 25: Enter leasing fees, commissions, advertising costs, etc., incurred in obtaining tenants and building occupants.
- Item 26: Enter payroll expenses: janitor, superintendent, and any maintenance personnel, including payroll taxes and workmen's compensation. Exclude management fees of professional agency, repairs and decorating expenses.
- Item 27: Enter amount spent on electricity: electric heat, hall lights, outside lights, and common area lighting provided by owner.
- Item 28: Enter amount spent for heating/air conditioning provided by owner.
- Item 29: Enter any other utility expenses provided by owner. Specify in space provided.
- Item 30: Enter cost of supplies necessary to the operation of the building: such as cleaning supplies, etc., but do not include furniture or office related items.
- Item 31: Include all common area maintenance (CAM) charges to tenants.
- Item 32: Enter expenses incurred for building maintenance and repairs (not capital improvements).
- Item 33: Enter expenses incurred for elevator/escalator service and maintenance, if any.
- Item 34: Expenses for common area ground maintenance. This includes snow removal, trash removal and parking lot maintenance.
- Item 35: Enter amount of expense incurred to provide security: guards, cameras, gates, etc.
- Item 36: Tenant Improvements paid by the Landlord.
- Item 37: Enter amounts for other services required to operate facility. Itemize and identify the expenses in space provided.
- Item 38: Enter sum of amounts on line 22 through 37 (all operating expenses except RE Taxes).
- Item 39: Subtract amount on line 38 from amount on line 21. Enter amount.
- Item 40: Enter cost of major repairs, replacements, remodeling and/or renovation expenses.
- Item 41: Enter real estate property tax for the property.
- Item 42: Enter mortgage payment, including principal and interest.

2010 taxes will increase by 10 % if the form is not returned to the Assessor's Office